

WINDOWS 10 (observations on Win 10, Build 1908, January 2020 – by Vicky Getz)

SNAP

Microsoft improved the snap feature in Windows 10, but broke the right-click taskbar features *Cascade Windows*, *Show windows stacked* and *Show windows side by side*. There is a trick to the snap feature, you locate your pointer over the title bar, and press the mouse button and drag the window until your pointer is touching the top (full screen), any corner (quarter screen), or a side for half-screen. If you go for a side snap, the other open windows will be shown in the blank space, and if you click on any of those windows to fill the unsnapped space.



CONTROL PANEL vs SETTINGS

Microsoft is slowly replacing the *Control Panel*, with *Settings*. All new feature settings are added to *Settings*, and some items have disappeared from the control panel. To get to settings click on the start menu and the settings icon will be directly above the power icon. Control panel will be found by typing “Control Panel” in the search box, or scrolling down the list of programs till you get to *Windows System Folder*.

To minimize the resources impact, the settings only opens one window, so there are navigation aids, with a ← in the upper right hand corner to take you back to the prior screen, and a home icon, to take you to the opening screen.

In settings items in blue will either open a new setting, or open a browser if there is a question mark in the category above.

Also black text with gray text beneath it usually indicates there is a button there.

SETTINGS → DEVICES → PRINTERS & SCANNERS

or CONTROL PANEL → HARDWARE & SOUND → view DEVICES AND PRINTERS

Currently printer operation can be controlled from either Settings or the Control Panel, although the interface is quite different. I'd recommend pinning the one that you prefer to the start menu for easy access. Please note that there is a new check boxes in the settings version.

Let Windows manage my default printer

When this is on, Windows will set your default printer to the one you used at this location.

Download over Metered Connections

If your connection is current internet connection is set as metered and this option is turned on, it may be impossible to install the printer.

Microsoft added a PDF Printer can create a PDF file for sharing content with people who don't have the software used to create the content. If your software doesn't have an export to PDF you can create a PDF by printing to a file. Note that the printed PDF of this document was 3 times the size of the Export PDF feature from OpenOffice.

Hint: Remove printers you no longer have, and if you installed software for that printer uninstall that too!

SETTINGS → DEVICES → MOUSE

Most of the mouse settings are still in the control panel, only the button swap for left-hand use, and the scrolling speed have been ported to settings. There is a new scrolling setting.

- Scroll inactive windows when I hover over them**

Related settings

Additional mouse and cursor settings

On the *Pointer Options* tab,
under *Motion*

Slide the indicator until you can get from one side of the screen with the queens wave while your forearm is firmly planted on the table.

Visibility put a check mark in front of

- Show location of the pointer when I press the CTRL key**

Adjust Mouse and cursor size

This puts you into an Settings → Ease of Access → Pointer where you can supersize your mouse.

MAKING THINGS EASIER TO SEE

CONTENT ZOOMING

Starting with Windows 7, you can enlarge the print in the content area of most applications, of course legacy programs don't have that feature. So if you are running Microsoft Office 97, or some old version of heaven forbid, Microsoft Works, you are out of luck. Maybe its time to move on to OpenOffice or LibreOffice.

With my mouse above the content area, holding the CTRL key, while rolling the scroll bar, increases or decreases the size of the print in the content area depending on the direction you are rolling the wheel. The method on a touch pad varies by manufacturer and model of your device. On the screen you can use your fingers to spread and pinch.

SETTINGS → SYSTEM → DISPLAY SETTINGS (available with right click on the desktop)

Brightness

Only available on laptops, don't forget there are also keyboard controls for brightness.

Night Light

Night light is a feature to reduce blue light. This can be set on and off on a schedule.

Make sure its off if you are doing photo color adjustments, as it makes things look pink.

Display resolution

Keep it at the (recommended setting)

Scale and Layout

This makes the controls bigger, but it shrinks the amount of room you have for content so best practice is to use as low a number as you can, where you are able to differentiate the icons on the task bar and accurately tap on them with a mouse.

SETTINGS → PERSONALIZATION (available with right click on the desktop)

Background

A solid color background is best for visibility, if you use a pictures or a slide show select pictures that are simple. If pictures don't show up see the "Ease of Use → Display" settings.

Colors

Choose your color

Light, Dark or Custom

Transparency

While pretty, it is resource intensive and can also obscure text.

Windows Color

Select one of the 48 colors or pick a custom color

Show the color on the following surfaces

Start, taskbar, action center (optional)

Titlebar and window borders, some apps like Edge, Chrome and Firefox ignore this setting, and this setting is often lost when making changes elsewhere, but it is really helpful to be able to see which window has focus in the sea of white.

Themes

Save Theme

There is an option where you can save your own theme, transfer it to other machines, but as of build 1908, this option loses your color accents.

Desktop Icon Settings

This is where you can add system icons (trash, networking, user, this computer). to the desktop,

SETTINGS → EASE OF USE

Display

Text Size

Text size makes text bigger on many of the Windows Settings screen, the start menu, old fashioned menu's, tool tips (the yellow boxes that appear when you hover with your mouse) It doesn't work with the ribbon interface, and there are many screens that don't take advantage of the text size setting.

Simplify and personalize Windows

Animations - Should be turned off if your computer is struggling with a lack of resources and it might help with vertigo issues.

Transparency - We've already talked about this.

Scroll bars - Turn off automatically hide the scroll bar

Notifications - Adjust the amount of time they show

Background - This option overrides themes and choices you make when choosing background pictures.

Magnifier

Windows and +	turn magnification on or increase magnification
Windows and –	decrease magnification.
Windows and ESC	turn magnification off.
Ctrl + Alt + D	docked view
Ctrl + Alt + F	full screen
Ctrl + Alt + L	lens view

Color Filters

By the time you reach your 70's about 45% of people have difficulty seeing certain colors. This setting changes a color on all programs. **Make sure this is off before you work with photos!**

High Contrast

There are several built in high contrast themes, and you can even make your own. Many applications such as *Google Chrome* and *FireFox* don't play well with high contrast. *Edge* and *InternetExplorer* works the best, but *Edge* doesn't navigate well, as the back and forward arrows don't have a history and *InternetExplorer* is a security risk. In my experience no one high contrast setting works well with all applications, and they turn off the color differentiation you get by applying a color to the taskbar.

Hint: If you need the High Contrast setting, pin it to the taskbar or start menu to make it easier to change the scheme.

Definition

RIBBON INTERFACE – Microsoft removed text based menus and icon toolbars, like the ones we still see and OpenOffice and replaced them with the ribbon interface tabbed base toolbar where the icons are grouped by functionality associated with the tab. See Paint, WordPad, File Explorer, and Microsoft Office 2007 or later to see an example.